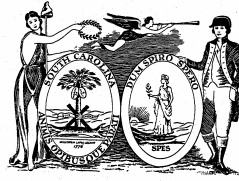


STATE OF SOUTH CAROLINA
State Budget and Control Board
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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of all Agencies, Departments,
Institutions of Higher Education, Boards, and Commissions.

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: November 16, 2007

SUBJECT: RIF Applicant Pool

Because the Office of Human Resources recently experienced a problem with the Reduction in Force (RIF) Applicant Pool database and it cannot be accessed, we wanted to fulfill our statutory responsibility by notifying agencies of the state government employees separated by a RIF. Consequently, we have gathered information regarding employees impacted by reductions in force from the HRIS, and we will send monthly updates to you. Attached is a report listing the employees that were affected by a reduction in force and their status which has been entered into HRIS by agencies that have implemented a reduction in force.

Under Section 8-11-185 of the SC Code of Laws, any state agency that posts a vacancy is required to give priority consideration to employees separated by a RIF. Priority consideration must be given to these state employees for any vacancy or new position in the same classification, classification series, or position category held at the time of the layoff. We have included information to assist you in determining qualified persons from the RIF Applicant Pool.

Please disseminate this memo to the appropriate person in your human resources office. If you have any questions concerning the reduction in force information, please contact your Human Resources Consultant.